

Montana WIC Program  
Time Study Instructions

*Background:* Time Studies are due for the months of October, January, April and July. They are due into the State office by the fifth of the following month. Example: January time studies are due February 5<sup>th</sup>. Since Aids and CPA's both may provide nutrition education, there is no need for two separate time sheets/worksheets. ***Please use the Master worksheet for all employees.***

#1. Please submit an ***electronic copy of your data***, if at all possible. This radically shortens the time needed to fill in the summary worksheet and greatly diminishes errors of data entry. (Even a small program with just two or three people takes about 2 hours for data entry from the hard copy.)

#2. A hard copy of the summary time sheet is not needed if you fill in the form electronically (on the computer). **Just send the electronic copy.**

#3. Even without electronic completion, the only step needing manual calculation is to convert time to minutes. Since we enter any data not submitted electronically, the spreadsheet still does everything else - it completes the summary sheet and makes all required calculations.

#4. Include the **full name of staff members** in the place for "Employee Name" on the Summary sheet (1<sup>st</sup> page). Example A (Good): Jane Doe Example B (Better): Program Code-Name, or 001-Jane Doe.

#5. Enter the **month and year** in the place for the "Date" on the Summary sheet (1<sup>st</sup> page).

**Note:** The **only** information entered on the Summary sheet is the name and date.

#6. On the "Day1" sheet enter the staff members name and the first day of the month. Example for January: Enter January 1, 2009 in the place for the "Date". The dates for the remainder of the month will automatically populate.

#7. Enter your time in **minutes** on the "Day" sheet for the day you worked. Example: If you worked on January 2<sup>nd</sup>, enter your time on the "Day2" sheet.

Call Linda 406-444-0909 or 1-800-433-4298 option 4 if you have questions or if you need a blank copy of the form.